

The Annual Parish Council Meeting of Flitcham cum Appleton Parish Council

Tuesday 7th May 2024 at 7:30 p.m.

held at The Community Centre, Flitcham

Present: Susan Allen Richard Gray
Terry Allen Ann Beasley
Cllr. S Dark
Gill Welham – Clerk

Members of the Public: Colin Lukey, Robert Timmins

07.05.01 To receive and consider apologies for absence

Cllr. A Beales had forwarded his apologies in advance of the meeting.

07.05.02 Election of Chair

RGray proposed that SAllen continue as Chair. This was seconded by ABeasley and agreed unanimously. SAllen then signed the acceptance of office document.

07.05.03 Election of V. Chair

SAllen proposed that RGray continue as V Chair. This was seconded by TAllen and agreed unanimously. RGray then signed the acceptance of office document.

07.05.04 Declaration of interest in items on the Agenda

There were no declarations of interest.

07.05.05 To approve and sign minutes of the Parish Council Meeting held on 5th March 2024

The minutes were approved as a correct record and signed by the Chair.

07.05.06 Matters arising from the minutes not already on the Agenda

05.13.12 Cllr Dark to revert re dates for Highway visit – dealt with under item 05.08

05.03.14 Change of meeting day to Monday. This had been confirmed as acceptable with the meeting venue and booked into diary. **Action: Clerk to advertise change of date and notify necessary bodies.**

05.03.15 Prepare/sign grass cutting contract. This has been dealt with and confirmed.

07.05.07 Public Question Time

Mr. Lukey stated he could not understand why so much money was being spent by the PC on the maintenance of the children's play area when there were very few or no children in the village. He felt the money could be put to better use. Cllr Dark did state this was a common issue among many of the villages but felt it was an amenity that was important to keep for the village as parks, schools etc help to draw new people to a village. The Chair also pointed out that a great deal of the work involved to keep the Play Area safe was carried out by volunteer councillors therefore saving the community a vast amount of money.

Mr Lukey went on to state that the football pitch grass needed cutting. Mr Lukey was advised that the sports field was nothing to do with the PC and was in fact rented by the local farmer who kindly loaned it to various sports clubs to use. Unfortunately it seems the football club etc have disbanded and it has gone into disrepair.

Mr Lukey also went on to mention the infestation of rats in Abbey Road. The PC were aware of this issue and the Chair had already made some enquiries about how to proceed. However, following discussions it was decided the Clerk should write to Sandringham Estate to see if they could assist with this matter.

Action: Clerk

Mr Lukey also advised that the Management Committee of the Community Centre were looking to get solar panels installed to assist with the electricity consumption of the facility. He asked if the PC would be willing to aid with funding toward this. It was pointed out that the PC had just received the precept for the year and obviously not budgeted for this expense as a result would have very little excess available. He was advised there were many different grants available to assist with such items that the centre could possibly access. It was agreed that CL would get acceptance from Sandringham Estate and then a process could be started to see what grants would be available with the help of the Borough and County Councillors and the Parish Clerk.

07.05.08 Reports from the councillors of NCC and BCKL&WN

Cllr Dark reported that he had just been elected as Chair of Norfolk CC and was now keen to promote the role of parish councillor as they are volunteers and give a lot to their communities. Many PC's have vacancies and this needs to be reversed.

Other priorities are to tackle the issue of potholes which is becoming a real problem on local roads across the County. As a PC we should encourage everyone to report potholes when they come across them as there is a link on the NCC website where such issues can be reported. There was also a drive to assist with improving accessibility to dental care as this has proven to be a major issue across the country. He also pledged to ensure progress on the new QE Hospital. Norfolk has a challenging population being both top and bottom heavy with the older generation living longer and lots of youngsters under the age of 18 as families relocate to East Anglia from other parts of the Country resulting in a constant challenge to provide suitable social care.

Cllr Dark reminded the PC that he does still have some funds available from his private member fund to assist with Highway related matters and has set this aside to aid any funding that may result following the meeting with Highways. He also advised there were several different grants available for certain projects the PC should be able to take advantage of.

Cllr Gray confirmed the defibrillator was in good working order and had forwarded the monthly check list prior to the meeting.

Cllr Allen had also distributed the Playground report prior to the meeting and advised that he continued to monitor such things as mole hills and gate latches as well as the specifics of the equipment. Everything was in safe working order and work was planned through the summer to fit metal casing to the feet of the Play Tower.

07.05.09

Finance

a) Review of Internal Auditor Notes – the notes were read out at the meeting. The PC was happy with the conclusion of the audit.

b) Approve the Annual Governance Statement 2023/24 – The clerk read out each of the items to be answered and the document was signed by the Chair and Clerk at the meeting.

c) Consider the Accounting Statement 2023/24 – the clerk had circulated the Accounting Statement along with the Receipts and Payments for the year, prior to the meeting for review.

d) Approval of the Accounting Statement 2023/24 – it was agreed unanimously that the Chair should approve the AGAR which the Clerk had signed prior to presenting to the PC.

e) The Certificate of Exemption – was agreed and signed by the Chair and Clerk for onward transmission to the external auditor.

f) Insurance Quote – The PC were reminded that this was year 3 of the contract with BHIB (now Clear Councils). Alternative quote had been received from Zurich which was not as competitive and the third quote request from a previous supplier, Business Services at CAS had declined to quote stating they could not provide a competitive quote. It was therefore agreed that the PC would stay with BHIB (Clear Councils). The Clerk was asked to raise payment for this nearer the start date for insurance. **Action: Clerk**

g) Grass cutting contract – agreed, signed and in place.

h) Memory stick was exchanged.

Approval of payments as follows:

Cash received since last meeting:

KL&WNBC – Precept	£4,100.00
HMRC – VAT claim	£155.61
Bank interest on Saver Account	0.00

Payments made between meetings not yet formally approved

BACS KL&WNBC – Dog Bin emptying	342.58
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Payments for approval at this meeting

BACS G Welham (Clerk's Salary & expenses)	£232.94
BACS HMRC (Clerk Tax)	£53.80
BACS Norfolk ALC (subscription/website)	£184.39
BACS T Allen (Playdale playground parts)	95.50
BACS Lee Abel (Grass cutting)	£50.00
615 Lynn Business Services (Internal audit)	£50.00

Total Expenditure

£1,009.21

Balance in current account	£3,735.63
Balance in business saver account	£2383.18
Total balance remaining	£6,118.81

07.05.10 To Review Playground Inspection Renewal

The renewal quote from the Play Inspection Company had been sent through with a small increase to £113 plus VAT. It was agreed that this should continue and the Clerk was asked to confirm agreement. **Action: Clerk**

07.05.11 To Co-opt any new councillors/encourage

Discussion took place regarding the need to encourage new people to the council and it was agreed that the PC would continue to strive for this via the Newsletter, social media, word of mouth, etc.

07.05.12 The King's Portrait

This had been received and it was agreed the decision of where to hang the portrait should be at the discretion of the centre's Management Committee.

07.05.13 Sandringham Concerts Licence

A draft response to the email from Cllr Beales had been forwarded prior to the meeting. Cllr Dark suggested that the PC would need to be specific about what we were requesting; i.e. revocation of the new licence because of excessive numbers and reverting back to the original licence which is still in force. Following discussion it was agreed the councillors would re-read the draft and make suggestions as to the changes before it was forwarded for comment by the BC. **Action: All**

07.05.14 .Gov email addresses

Norfolk ALC had written regarding changing councillors personal email addresses to .GOV email. This would be run and invoiced via NALC. As an early encouragement to change they were offering £100 off the changeover price. It was agreed this was an unnecessary expense as both the Clerk and Chairman have Fitcham PC email addresses that can be passed on to the next incumbent which is sufficient for the parish's needs at this point.

07.05.15 Correspondence

- ~ A letter had been received from Sally Stanton of St Mary's Church thanking the PC for the generous donation toward the upkeep of the Church yard.
- ~ Email from RBLI regarding 80th anniversary items for sale
- ~ Email from Business Services at CAS unable to quote for insurance
- ~ Email from Houghton Festival attaching Residents Letter
- ~ Email from Norfolk ALC – highlighting £100 off .GOV domain names

07.05.16 Business Extra to the Agenda

There were no items extra for discussion

07.05.17 Date of next meeting: Monday 1st July 2024. Commencing 7:30pm

**07.05.18 Action to be taken by the next meeting:
Clerk**

- Send all AGAR required information to PKF Littlejohn and upload all to the parish website
- Advise all necessary parties regarding change of meeting day to Monday
- Confirm with Cllr Dark re date of Highways meeting
- Confirm playground inspection renewal
- Raise payment and confirm renewal of council insurance
- Advertise councillor vacancies on website/social media
- Contact Edward Cross re use of football field
- Contact Sandringham Estate re cutting grass on Football Field and infestation of Rats.

ALL

- Revert to TAllen re item 07.05.13

The meeting closed at 9:05 pm.

DRAFT